

PURCHASING AUTHORITY ROLES AND RESPONSIBILITIES

2606

(No.23 April 2015)

CAL FIRE has a decentralized purchasing model. Due to the 24/7 emergency mission of the department and geographic diversity of our stations, units, and camps it is critical that purchasing activities occur at the location. The decentralized structure allows varying levels of staff the authority to make purchases. CAL FIRE staff must be certified to process or authorize a purchase. The Business Services Office (BSO) ensures that all purchasers have the required knowledge by conducting Basic Purchasing Certification training. A certification number is provided to staff that have successfully completed the training. The Purchasing Certification training must renewed every three years.

The roles and responsibilities of CAL FIRE employees involved in purchasing authority activities are listed below. For detailed information, see [SCM Vol. 2, Chapter 1.A4.0](#).

PROCUREMENT AND CONTRACTING OFFICER (PCO)

2606.1

(No.8 April 2010)

The PCO for CAL FIRE is the Chief of Business Services, Sacramento.

The PCO is responsible for the following duties:

- Act as the single point of contact for DGS/PD on procurement matters.
- Be responsible for all procurement and contracting within the department except for Public Works, Architectural and Engineering and Real Estate contracts.
- Be responsible and directly accountable for the department's purchasing authority.
- Ensure all procurement and contracting activities within the department fully comply with State law, appropriations, regulations, executive orders, policies, procedures, best practices, and the PAM.
- Provide the necessary resources to ensure all staff are properly qualified and trained in all aspects of the procurement process.
- Review and approve the department's purchasing authority application(s) prior to submission to DGS/PD.
- Serve as the department signatory on purchasing program compliance review reports.
- Serve as the agency officer in accordance with PCC section 10333

PURCHASING AUTHORITY CONTACT (PAC)

2606.2

(No.8 April 2010)

The PAC for CAL FIRE is the Departmental Procurement Officer in Business Services, Sacramento.

The PAC is responsible for the following duties:

- Interface and communicate with DGS/PD, the PCO and subordinate staff.
- Oversee day-to-day procurement activities conducted under the purchasing authority.
- Ensure that the department's policies and procedures are consistent with current law, regulations, executive orders, policies, procedures, best practices, and the PAM.
- Distribute PAM and any PAM revisions to the appropriate departmental staff.
- Coordinate procurement activities with the department's small business advocate, if the department is required to designate a small business advocate.
- Inform the department's CAL-Card Coordinator of purchasing authority requirements, if the department participates in the State's CAL-Card Purchase Program.

REGIONAL ADMINISTRATIVE OFFICER

2606.3

(May 2005)

- Know and understand the purchasing rules and regulations;
- Coordinate procurement activities throughout the region;

BUSINESS SERVICES OFFICER/REGION PURCHASING COORDINATOR

2606.4

(May 2005)

- Audit purchases region wide;
- Provide a link between Sacramento and the field units for purchasing questions;
- Oversee retrograde and emergency holding account. Serve as retrograde team leader;
- Facilitate training of Forestry Logistics Officers and other administrative positions in the area of procurement.

It is suggested that the region Business Services Officer act as the liaison between Business Services Sacramento, and the field units. Using the region business services officer as the primary focus for purchasing will provide consistency in rules and procedures application, as well as keep region management aware of each unit's activities. This will ensure that incidental problems will be corrected before they become major issues.

ADMINISTRATIVE OFFICER

2606.5

(May 2005)

- Know and understand the purchasing rules and regulations;
- Designate purchasers and approving officials for the unit.

FORESTRY LOGISTICS OFFICER/UNIT PURCHASING COORDINATOR

2606.6

(No.8 April 2010)

- Maintain master copies of State Contracts, Price Schedules, CMAS, MSA, and MRA on file for reference;
- Attend mandatory training and be certified to authorize procurements;
- Coordinate purchasing for all unit employees;
- Purchase and manage bulk supplies for the unit; i.e., cleaning supplies, household, safety gear, office supplies, etc.;
- Maintain a roster of certified purchasers in the unit;
- Serve as unit purchasing coordinator/contract officer, which may include CAL-Card;
- Serve as unit training coordinator for unit purchasing.

APPROVING OFFICIAL

2606.7

(No.8 April 2010)

- Attend mandatory training and be certified to authorize procurements.
- Know the authorized levels of purchasing and spending authority, including local Region and Unit dollar limits and purchasing limitations.
- Signs purchase documents as authorizer
- Enforce appropriate purchasing guidelines.
- Ensure appropriate purchasing tools have been used.
- Ensure that documents are processed accurately and timely.
- Review the documents for the following:
 - Math accuracy
 - Proper supporting documentation
 - Proper signatures
 - Proper justification included in "State Purpose"
 - Bids included when required

NOTE: An Approving/Authorizing Official or Approver CANNOT perform the following functions:

- Sign a purchase document in conflict with Separation of Duties policy, as stated in Handbook section 2606.21
- Sign a purchase document as an Approving/Authorizing Official or Approver for a transaction that exceeds the purchasing authority delegated to the individual by CAL FIRE; i.e. A Certified Purchaser with a \$5,000 maximum purchasing authority CANNOT be an Approving/Authorizing Official or Approver for a transaction above \$5,000

PURCHASER

2606.8

(No.8 April 2010)

The Purchaser is responsible for the following duties:

- Attend mandatory training and be certified to purchase.
- Know the authorized levels of purchasing and spending authority.
- Perform the day-to-day purchasing and contracting activities.
- Interface and communicate with the Unit Purchasing Coordinator.
- Receive authorization for purchases from Approving Official.
- Be knowledgeable of procurement laws, regulations, executive orders, policies, procedures, best practices, and the PAM.
- Use appropriate purchasing and payment tools including, but not limited to, CAL-Card, STD 65, CAL FIRE-93, etc.
- Know various document timelines and submit appropriate paperwork accurately and timely.
- Maintain the procurement file and related documentation.

PAYMENT OFFICER

2606.9

(May 2005)

The Payment Officer in CAL FIRE is the Chief of Accounting, Sacramento.

The Payment Officer is responsible for the following duties:

- Ensure timely payment of invoices.
- Ensure proper internal approvals have been secured prior to processing payment.
- Adhere to [GC](#) section 927 et. seq.

UNIT FINANCE/BILLING CONTACT

2606.10

(May 2005)

- Know and understand the purchasing rules and regulations;
- Attend mandatory training and be certified to authorize procurements
- Receive payment documents from Approving Official/Authorizing Officer;
- Record the purchasing amount into AFAS;
- Maintain issue document number logs;
- Review the purchase documents for the following:
 - Proper coding,
 - Proper fiscal year;
- Maintain documents in accordance with record retention schedule.
- May serve as CAL-Card Coordinator;
- Act as billing dispute coordinator with the bank for CAL-Card;
- Submit timely documents to Sacramento DAO.

SB BUSINESS ADVOCATE

2606.11

(May 2005)

The SB Business Advocate is responsible for the following duties:

- Promote SB and DVBE business contracting participation.
- Assist purchasing staff in identifying potential small, micro, and DVBE businesses.
- Make solicitation information available to small, micro and DVBE businesses.
- Ensure prompt payment to small businesses.

ADA COORDINATOR
(May 2005)

2606.12

The ADA Coordinator is responsible for the following duties:

- Assist and respond to questions or concerns regarding reasonable accommodation needs.

DEPARTMENTAL CAL-CARD COORDINATOR
(No.8 April 2010)

2606.13

The CAL-Card Coordinator is:

- Located in the Business Services Unit in Sacramento;
- Liaise with I.M.P.A.C. Card Services and the various users of the program within CAL FIRE. This position will have the authority to contact I.M.P.A.C. Card Services directly.

Responsible for the following duties:

- Attend mandatory training and be certified to authorize procurements.
- Provide written CAL-Card procedures for the department.
- Ensure compliance with DGS/PD and department CAL-Card procedures and contract terms.
- Coordinate CAL-Card training.
- Administer new account reporting and payment processes for CAL-Card.
- Maintain records necessary to support the issuance, maintenance and cancellation of cards;
- Add, delete and/or alter card restrictions/limits.
- Review billing reports to monitor payments and disputes.
- Has signature approval for all applications for Cardholders and Approving Officials. The initial contact shall be made with Unit Coordinators. This Coordinator may be in direct contact with any of the participants of the program to carry out responsibilities.

UNIT CAL-CARD COORDINATOR

2606.14

(No.8 April 2010)

The unit coordinator is the liaison between the unit (Level 4 group) and the CAL FIRE/CAL-Card Department Coordinator in Business Services Sacramento and DAO. The Unit Chief or designee designates the unit coordinator. He or she must have extensive knowledge of the CAL-Card program procedures. Following are the unit coordinator's responsibilities:

- Attend mandatory and be certified to authorize procurements.
- Be the first line of contact for cardholders and approving officials needing information;
- Submit cardholder and approving official applications to the CAL FIRE CAL-Card department coordinator;
- Complete account maintenance forms and send to I.M.P.A.C. Card Services if processing directly or to the CAL FIRE/CAL-Card coordinator if not processing directly;
- Report lost or stolen cards;
- Verify that training has been completed for new cardholders, approving officials, and unit finance;
- See that cardholders leaving the unit turn in cards and paperwork. Assist the CAL FIRE/CAL-Card department coordinator with matters concerning the unit; and
- Retain a record of all active cardholders and approving officials in the unit.

DEPARTMENTAL BILLING/DISPUTE COORDINATOR FOR CAL-CARD

2606.15

(May 2005)

- Located in Sacramento Accounting Office.
- Liaise with International Merchant Purchase Authorization Card (I.M.P.A.C.) Services and the Controllers Office on payment processing.
- Process the claim schedules for payment and ensure that appropriate payment processes are followed.
- Contact the Controller's Office and I.M.P.A.C. Card Services for problem resolution that cannot be handled at the unit level.
- Cancel cards that are used inappropriately.

RECEIVING STAFF

(May 2005)

2606.16

The Receiving Staff is responsible for the following duties:

- Receive or acknowledge deliveries.
- Inspect goods.
- Complete stock received reports or the equivalent and ensures notification of stock received information to both the purchaser and to the Accounting office.
- **Notify Property Officer, when necessary for property tagging and inventory control.**

NOTE: Individuals are required to be CAL FIRE employees, however, not required to be CAL FIRE Certified Purchasers in order to perform the function of Receiving Staff/Officer. The following functions **CANNOT** be performed by Receiving Staff/Officer:

- Sign a purchase document in conflict with Separation of Duties policy, as stated in Handbook section 2606.21

DEPARTMENT OBLIGATIONS

(No.8 April 2010)

2606.17

Each department accepts responsibility for its purchasing program which includes but is not limited to:

- Ensuring the necessity of products and services acquired.
- Securing appropriate funding.
- Complying with all applicable laws, regulations, executive orders, policies, procedures, and best business practices.
- Executing purchase documents that are in the state's best interests.

Responsibility for a department's purchasing program resides primarily, but not solely, with the department's executive and management staff or its PCO. Responsibility also resides with all departmental staff involved in the procurement process.

Departments are required to ensure that personnel involved in procurement activities complete ethics training and should regularly remind personnel of the importance of maintaining professional and ethical standards when conducting state procurements.

Consequently, all personnel involved in the procurement process must have the appropriate training, experience, level of responsibility and accountability as necessary to ensure compliance with all State laws, regulations, executive orders and with all DGS/PD policies, procedures, and best practices.

In CAL FIRE, a purchaser, approving official, unit coordinators, finance staff and anyone who participates in the purchasing process is REQUIRED to take, pass and maintain certifications for the following courses PRIOR to engaging in the Procurement Process:

- Every two years, complete the Online Ethics Course for State Officials, located at the Office of the Attorney General website: <http://www.ag.ca.gov/ethics/> NOTE: Online or in-class ethics courses other than what is offered by the Office of the Attorney General do not qualify for the CAL FIRE Procurement Program.

AND;

- \$5,000 CAL FIRE Certified Purchaser Course OR \$50,000 CAL FIRE Certified Purchaser Course

Each participant is required to sign a Certification of Accountability statement and a Conflict of Interest form

DEPARTMENT LEVELS OF RESPONSIBILITY

2606.18

(May 2005)

EXECUTIVE LEVEL

2606.18.1

(May 2005)

State agency heads, by reason of their appointments, are accountable for activities carried out in their agencies. This responsibility includes the establishment and maintenance of systems of internal accounting and administrative control. Thus, CAL FIRE's Director is ultimately responsible and accountable for the department's purchasing and payment activities.

DEPARTMENTAL HEADQUARTERS LEVEL

2606.18.2

(May 2005)

The responsibility for the overseeing the following day-to-day operations has been assigned to Business Services Sacramento and the DAO:

- Formulate purchasing objectives;
- Provide written policies and procedures;
- Provide field personnel with training;
- Conduct internal audits of procurement practices;
- Provide liaison between the department and control agencies;
- Provide overall coordination of the CAL-Card program;
- Participate in the Small Business/Disabled Veteran's advocacy program;
- Participate in the Business Expansion Council.

ACCOUNTING

2606.18.3

(May 2005)

- Audit and schedule payments to vendors;
- Update the Accounting Procedures Handbook;
- Record expenditures into the departmental accounting system (CALSTARS).
- Make sure Prompt Payment legislation is followed.

BUSINESS SERVICES

2606.18.4

(May 2005)

- Delegate purchasing authority to select individuals throughout the department;
- Request necessary delegation level from control agencies and, in turn, provide limited delegation of that authority throughout CAL FIRE;
- Coordinate the statewide Inventory System;
- Coordinate the Delegated Purchasing Authority;
- Update the Business Services Procedures and Contracting Handbooks;
- Provide emergency supply and support and coordinate with PIA;
- Manage the Department's Contracting Program;
- Manage oversight of the purchasing program within CAL FIRE.

REGIONS AND UNITS

2606.18.5

(May 2005)

- Manage purchasing activities in region/unit.
- Process purchasing documents for region/unit.
- Select purchasers in region/unit.
- Set purchasing expenditure levels for purchasers in region/unit
- Administer training to purchasers with oversight from Business Services.

RESCISSION OR REDUCTION OF AUTHORITY

2606.19

(May 2005)

Departments are held accountable for the procurement activities conducted under any type and/or category of an authorized purchasing authority.

DGS/PD reserves the right to rescind or reduce any purchasing authority at any time.

ETHICS AND CONFLICTS

2606.20

(May 2005)

Department personnel involved in procurement activities are either directly or indirectly spending public funds and are subject to public scrutiny.

Consequently, DGS/PD reminds personnel involved in procurement activities to:

- Act responsibly.
- Conduct business honestly.
- Avoid wasteful and impractical purchasing practices.
- Avoid real or perceived conflicts when conducting business on the State's behalf.
- Advise departmental personnel of expected standards of ethical and moral behavior during any procurement activities involving their participation.

[Click](#) here to access the Fair Political Practices Commission's web page for additional information

SEPARATION OF DUTIES

2606.21

(May 2005)

Departments with any type of purchasing authority must always be mindful to maintain sufficient separation of duties in order to reduce the risk of error or fraud in the department's purchasing program.

Key duties and responsibilities should be segregated to separate the responsibilities for: conducting the procurement, approving purchase documents, acknowledging and receiving goods and services, approving invoices, and preparing payments.

Note: No one person should control more than one of the key aspects of a procurement activity.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)